

Student Policy

At Brentwood Day Nursery we are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our nursery. We will accept no more than 2 students at a time as more students than this places undue pressure on staff. We do, however, accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

We will only offer placements to students who are associated with a recognised child-related course/centre, or on occasions, pupils from local secondary schools on work experience. This must be pre-discussed and agreed with a tutor or representative prior to any placements being granted.

We expect all students to visit the nursery for an interview, followed by their student induction and nursery tour. At this time, students will have the opportunity to read and discuss relevant Safeguarding and health and safety policies, receive a copy of the Student job description and sign the terms and conditions set within the Privacy notice and consent form in readiness for their first day.

Our policy for those on placements is as follows:

- All students will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins
- The tutor or education representative must confirm the candidate's suitability before the placement begins
- All students are assigned to a senior member of staff who will supervise their work and explain the health, safety and fire & safeguarding requirements of the nursery
- Students will be supervised at all times by the member of staff assigned to them and will not be left alone with the children
- Students will be supported to understand nursery policies and procedures including Safeguarding children and child protection policy, Health and safety – general policy, Inclusion and equality policy, Anti-Bribery policy and Whistleblowing policy
- All students are required to maintain our Data protection and confidentiality policy
- It is expected that during the student's placement, their tutor will visit the nursery or have verbal communication with the Student Co-ordinator to receive feedback about the student's progress
- Students will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance. Staff will respect individual students' needs and abilities
- An accurate evaluation of ability and performance for both students and training providers will be provided and the nursery will support students who are experiencing difficulties with action plans if needed
- To maintain parent partnerships, parents will be informed when students are present in the nursery, e.g. via the weekly newsfeed
- All students on placement must adhere to the same codes of conduct as permanent staff including timekeeping and dress codes

- All students are encouraged to contribute fully to the nursery routine and to spend some time in every area.

In some cases, we may include students on long term placements (aged 17 and over) and staff working as apprentices in early education (aged 16 and over) in our staff: child ratios. This will be the discretion of the manager and only will only occur when the manager is satisfied the student or apprentice is competent and responsible and hold a relevant and current first aid certificate.

Signed on behalf of the nursery
<i>RL Austin</i>